

Bewdley Development Trust Data Policy

Data Controller


Any personal information that you provide for use on the www.bewdley.org.uk website is controlled by Bewdley Development Trust Community Interest Company.

Your personal information

Occasionally you will be asked to submit personal information about yourself (e.g. name, address and email address) in order to receive or use services on our website. Such services include directory listings associated advertisements and correspondence in regard to these.

By submitting the directory registration form to us either electronically or by post, you are consenting to the processing of your information by Bewdley Development Trust CIC in accordance with this Data Policy. You may also provide personal information to us when you contact us by email, telephone or letter. Whenever you provide such personal information, we will treat that information in accordance with this policy. Our services are designed to give you the information that you have requested. Bewdley Development Trust CIC will, at all times, act in accordance with current legislation and aim to meet current Internet best practice.

Use and storage of your personal information

When you supply any personal information to Bewdley Development Trust CIC we have legal obligations towards you in the way we deal with that information. We must collect the information fairly, that is, we must explain how we will use it. This Data Policy explains how we will use your personal information. You will find the following symbol,  known as the 'Information Padlock', wherever we collect personal information from you. The Information Commissioner and the National Consumer Council have devised this symbol to alert consumers that their personal information is being collected and processed. Wherever you see this symbol you should read the information carefully as it will explain exactly how, and for what purpose(s), your information will be processed.

We will use personal information provided by you or gathered by Bewdley Development Trust CIC for the following purposes:

- To provide services requested by you
- To communicate with you about services provided to you
- To process payments
- To update our records
- For audit purposes
- To carry out customer satisfaction research
- To process and respond to requests, enquiries and complaints received from you
- To recommend products and services that we believe will be of interest to you

If you are notified that your personal information may be used to allow Bewdley Development Trust CIC to contact you for 'service administration purposes', this means that Bewdley Development Trust CIC may contact you for a number of purposes related to the service you have signed up for. For example, we may wish to provide you with renewal reminders or notify you that the particular service has been suspended or changed.

We will hold your personal information on our systems for as long as is necessary for the purposes set out above and we will remove it when the purposes have been met.

Sharing of your personal information

Bewdley Development Trust CIC may share your personal information with third parties in the following ways:

- We sometimes use agents and service providers to process personal information on our behalf. For example, we use a third party to maintain our IT systems. Where we use agents and service providers to process your personal information, we will ensure that they have adequate security measures in place and are governed by our privacy policies in respect to the use of your personal information.
- We will release your personal information when we are required to do so by law
- Bewdley Development Trust CIC may occasionally present a promotion that is sponsored by a third-party company. To qualify for entry, we may ask you to provide personal information. If we plan to share that information with the sponsor(s) we will make this clear at the point of collection of your information

Use of Cookies

During the course of a visit to a Bewdley Development Trust CIC website, the pages you see, along with something called a cookie, are downloaded to your computer. Most, if not all, websites do this, because cookies allow the website publisher to accumulate useful data such as whether the computer (and sometimes its user) has visited the site before. This is done on a repeat visit by checking to see, and finding, the cookie left there on the last visit.

We use cookies to help us to provide you with a better service and to assist us to analyse the profile of our visitors. From time to time we will review the information cookies provide on how the site is used in order to improve navigation and increase the relevance of content.

What is a cookie?

When you enter a site your computer will automatically be issued with a cookie. Cookies are text files that identify your computer to our server. Cookies in themselves do not identify the individual user, just the computer used. Many websites do this whenever a user visits their site in order to track traffic flows.

Cookies themselves only record those areas of the site that have been visited by the computer in question, and for how long. Users have the opportunity to set their computers to accept all cookies, to notify them when a cookie is issued, or not to receive cookies at any time. The last of these, of course, means that certain personalised services cannot then be provided to that user.

Access to your personal information

You have the right to request a copy of the personal information Bewdley Development Trust CIC holds about you and to have any inaccuracies corrected. We will ask for confirmation of identity before we disclose any personal information and may charge a £10 administration fee to process the request. Please address requests to the Data Policy, Bewdley Development Trust CIC, Snuff Mill Warehouse, Park Lane, Bewdley, Worcestershire DY12 2EL.

Terms of Use

These Terms of Use govern your use of the www.bewdley.org.uk website. By using the website and registering your details with us you are indicating your acceptance of these Terms of Use. Bewdley Development Trust CIC may update the Terms of Use from time to time.

Copyright

The information and images contained on our websites are the property of Bewdley Development Trust CIC and are protected by copyright laws. All software used on this website is the property of Bewdley Development Trust CIC or our software suppliers and is protected by copyright laws. The content of websites may not be distributed, modified, reproduced in whole or in part without the prior written permission of Bewdley Development Trust CIC.

Material may be downloaded free of charge or printed without requiring specific permission. This is subject to the material being reproduced accurately and not being used in a derogatory manner, in a misleading context or for commercial purposes. Where this material is being issued to others, the source (including web address) and copyright status must be acknowledged.

Trade Marks

The "Bewdley Development Trust" logo and other marks used on Bewdley Development Trust CIC's websites are Bewdley Development Trust CIC's trade marks and may not be used without our prior written permission.

Disclaimer

Bewdley Development Trust CIC does not accept any responsibility for any loss or damage including, without limitation, indirect or consequential loss or damage, or any loss or damages whatsoever arising from use or loss of use of, data or profits arising out of or in connection with the use of the www.bewdley.org.uk website.

Bewdley Development Trust CIC does not guarantee that access to and use of the www.bewdley.org.uk website will be uninterrupted or error-free.

Mention of third party products, services, companies and websites on the www.bewdley.org.uk website is for informational purposes only and constitutes neither an endorsement nor a recommendation. Please note that all third party products must be ordered directly from the vendor, and all licenses and warranties, if any, take place between you and the vendor.

The www.bewdley.org.uk website holds a wide range of links to related websites from a variety of related organisations, companies and services. While every effort is made to check the content and accuracy of the websites we link to, Bewdley Development Trust CIC takes no responsibility for information contained on websites maintained by other organisations or for action taken as a result of information contained on websites maintained by other organisations.

Although from time to time we monitor and review site content, including news, events, directory listings and static page content, we are under no obligation to do so and assume no responsibility or liability arising from the content of the site nor for any error, omission, infringement, defamation, obscenity, or inaccuracy contained in any information within the www.bewdley.org.uk website.

Governing Law

These terms and conditions shall be governed by and construed in accordance with the laws of England and Wales. Any dispute arising under these terms and conditions shall be subject to the exclusive jurisdiction of the courts of England and Wales.

Data Policy last reviewed: August 2007

[Visit the Information commissioner's website for more information on UK data protection](#)